

AUTHORIZATION TO PURCHASE OR CHARGE

Line Item: \_\_\_\_\_ Payable to: \_\_\_\_\_ Amount: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department: \_\_\_\_\_ Total: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Purchased by: \_\_\_\_\_

(Signature)

(Signature)